

SENIOR MESSENGER

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class performs messengering and routine clerical functions for a County department. Work assignments are verbal, in writing, or are part of a department's standard operating procedures. Incumbents perform recurring, simple assignments and carry out a number of routine steps in order to complete assignments independently. Duties include delivering, sorting and routing mail, packages, records and other materials including equipment or supplies; scanning and duplicating documents, and receiving and stocking office supplies for smaller departments. This class differs from Messenger in that incumbents are required to operate an automobile or van on a regular basis, function more independently, and may act in a lead capacity. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Sorts United States and inter-office mail, documents, boxes, supplies, equipment, and delivers it throughout various locations in the Department;

Operates vehicles such as automobiles, trucks or minibuses to and from designated places to deliver or pickup mail, packages, supplies, persons, etc.;

Trains new messenger staff in general operating procedures and in the performance of tasks;

Performs routine repairs and adjustments to simple office equipment such as copiers, postage machines, letter-opening machines, on a scheduled basis and/or in response to emergencies;

Participates in the New York State mandated equipment inventory control system by placing decal numbers on all newly purchased equipment as well as writing the decal number with indelible marker in an inconspicuous place;

Boxes and labels scanned mail and documents for storage and/or disposal;

Delivers various types of office equipment and picks up the condemned items for trade-in or disposal;

Properly disposes of paper records cleared for destruction;

Operates a mailing machine and arranges for its resetting;

Processes unusual and special mailings including Certified, Special Delivery, and Registered mail;

Serves as liaison between the department and the local Post Office;

Performs duplicating and scanning assignments, using standard office equipment;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Operates a mailing machine and arranges for its resetting;

Processes unusual and special mailings including Certified, Special Delivery, and Registered mail;

Serves as liaison between the department and the local Post Office;

Moves, with assistance if needed, desks, file cabinets, office furniture, and other items requiring relocation;

Performs snow removal duties;

Maintains work area in a clean, orderly and safe condition;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of postal regulations related to receiving and accounting for mail and stamps; knowledge of office procedures; ability to read and understand simple instructions; ability to make simple maintenance repairs; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; dependability; integrity; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Possession of a High School or equivalency diploma; or (b) four years of work experience, one year of which must have been in a mail or supply operation.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

West. Co.
J.C.: Non-Competitive
DRC31

Job Class Code: C0979
Job Group: IV